

MEDICAL COLLEGE OF OHIO

Subject: WORK RELATED ILLNESS OR INJURY

Policy No.: 05-035

---

Employees who suffer an *injury or illness in the course of and arising out of their employment*, must report it immediately to their supervisor and complete an Occurrence Report form. If medical attention is required, the injured employee should go to Employee Health (Room 5110) or Hospital Emergency Department for evaluation and treatment.

When an employee suffers an injury or illness in the *course of and arising out of their employment*, they may choose to file an Ohio Bureau of Workers' Compensation claim. Such claims can be initiated by completing the proper forms, which can be obtained in the Workers' Compensation Department, Room 15, Dowling Hall.

Supervisors who have been notified of an injury must report the injury within 24 hours to the Workers' Compensation Department. Contact can be made by phone or voice mail (X 4567), fax (X 3896), or in person (DH room 15).

Complete and accurate reporting of an illness or injury will:

- Ensure that MCO employees who suffer an industrial injury receive the treatment and benefits to which they are entitled.

- Satisfy Ohio Bureau of Workers' Compensation reporting guidelines.

- Permit maintenance of accurate records and statistics on all injuries.

- Assist department heads and supervisors in improving their safety program.

- Indicate those areas in need of additional emphasis on safety rules and practices.

Employees who become ill after reporting for work and wish to leave their job assignment must first be granted permission to do so by their supervisor or department head.

Employees requiring medical attention for personal illness should consult their private physician. If employees elect to use the medical facilities at the Medical College Hospital in lieu of their own physician, any charges incurred will be the employee's responsibility.

Source: Vice President for Operations

Effective Date:

Revision/Review Date:

10/22/91

12/20/93

07/01/95

07/29/96

04/01/98 Revised

07/01/99 Revised

07/01/00 Revised

07/01/01 Reviewed

07/01/02 Revised

07/01/03 Reviewed